Software Management Plan Checklist

Date(s) of Assessment: _____ Project: _____

Assessor(s): _____ Document Examined: _____

_____

		Y, N, NA	F,O	Comments
DOCUMENT STANDARDS COMPLIANCE				
1	Have standards/guidelines been identified to define the work product?			
2	Does the work product format conform to the specified standard/guideline (i.e., Template?			
3	Has the project submitted any request for deviations or waivers to the defined work product?			
4	Have the following areas been addressed completely?			
4a	Approval authority?			
4b	Revision approval?			
4c	Revision control?			
5	Was this assessment conducted as scheduled?			
TECHNICAL REFERENCE				
6	Is there evidence that the work product was reviewed by all stakeholders?			
7	Have acceptance criteria been established for the work product?			
8	Does the work product have a clearly defined purpose and scope?			
9	Are references to policies, directives, procedures, standards, and terminology provided?			
10	Does the work product identify any and all constraints/limitations?			
SOFTWARE MANAGEMENT PLAN CONTENT				
11	Is the acronym list presented and is it complete?			

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Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at http://sw-assurance.gsfc.nasa.gov.

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		Y, N, NA	F,O	Comments
12	Is a product description provided and is there enough detail supplied?			
13	Does the product description show interfaces to other products as needed?			
14	Is a list of deliverable products provided, along with delivery methods?			
15	Is a complete organizational chart presented?			
16	Does the organizational chart show the appropriate organizational entities external to the project?			
17	Does the Quality Assurance function show an independent reporting path on the organizational chart?			
18	Are organizational responsibilities presented?			
19	Does the plan describe the following:			
19a	Products to be generated?			
19b	Reviews, including review package contents?			
19c	Milestones?			
19d	Baselines?			
19e	Project deliverables?			
19f	Required approvals?			
20	Does the schedule highlight:			
20a	Milestones?			
20b	Critical Paths?			
21	Are methods to monitor and control the schedule presented?			
22	Is a Work Breakdown Structure (WBS) presented or referenced?			
23	Is the (WBS) decomposed to an appropriate level?			
24	Are the durations of the tasks in the WBS shown?			
25	Are the resources allocated to the tasks in the WBS?			
26	Are methods to monitor and control the budget presented?			
27	Are software size estimates presented?			

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28	Is the tool used to generate software estimates described?			
29	Are the software estimates translated into effort?			
30	Is an adequate staffing plan presented?			
31	Does the staffing plan indicate the skill levels needed by project personnel?			
32	Is a training plan included that describes the training to be provided and the personnel to be trained?			
33	Are resources provided/allocated for equipment, hardware, facilities, etc.?			
34	Are the software development methodologies described?			
35	Are the software standards and development processes to be applied provided?			
36	Are the development and test environments described?			
37	Are build plans presented?			
38	Are the programming languages listed and described?			
39	Are tools used to specify, design, build, test, integrate, document, deliver, modify, and maintain the software described?			
40	Are COTS/MOTS/GOTS software products identified?			
41	Is the method to control and verify COTS/MOTS/GOTS adequate?			
42	Is software reuse addressed?			
43	Is a method provided for:			
43a	Measuring requirement changes?			
43b	Reporting requirement changes?			
43c	Controlling requirement changes?			
43d	Identifying impact to schedule and budget when a requirement change is made?			
43e	Requirements configuration management mechanisms, including a Configuration Control Board?			

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44	Is the software documentation described, including:			
44a	When and how it will be reviewed?			
44b	Plans for baselining?			
44c	When it will be placed under configuration control?			
45	Are Metrics defined, that is:			
45a	Measurements to be collected?			
45b	Frequency?			
45c	Analyzing methods?			
46	Are the frequency and details of the reporting mechanisms described?			
47	Is Risk Management addressed, including how risks are identified, analyzed, tracked, controlled, mitigated, closed, and reported?			
48	Is the transition from software development to operations described?			
49	Is a plan provided for maintaining the operational software/system after turnover?			
50	Problem Resolution:			
50a	Are problem resolution tools described?			
50b	Is the role of the CCB described as it pertains to problem resolution?			
50c	Is the timeframe when problem resolution begins provided?			
51	Change Management:			
51a	Are change management tools described?			
51b	Is the role of the CCB described as it pertains to change management?			
51c	Is the timeframe when change management begins provided?			
52	Subcontractor Management:			
52a	Is the criteria provided for how subcontractors will be selected?			
52b	Is subcontractor requirements management described?			

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52c	Does the plan describe how products delivered by subcontractors will be configuration controlled?			
52d	Does the plan describe how products delivered by subcontractors will be verified and accepted?			
53	Does the plan address software assurance:			
53a	Software Quality?			
53b	Software Safety?			
53c	Software Reliability?			
53d	V&V?			
53e	IV&V?			
CHANGE PROCEDURES AND HISTORY				
54	Is there a method in place to modify the software management plan?			
INFORMATION - CONCISE, COMPLETE, AND CONSISTENT				
55	Is the document concise and unambiguous?			
56	Do passages in the document contradict one another?			
REFERENCE ITEMS/DOCUMENTS				
IEEE Std 1058-1998: IEEE Standard for Software Project Management Plans				

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COMMENTS PAGE ____ of ____

#	Comments from assessment

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